



How to Complete a Historic Review Application

For Projects located in County Historic Districts or for Structures on the Preliminary or Final Landmarks List

Please fill out each application section according to the information below so Staff and the LPC have enough material to review the application. Staff may not provide any missing information on the applicant's behalf, therefore, incomplete applications will be returned for completion. All proposed projects must follow *Baltimore County's Historic Preservation Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation*.

Baltimore County's Historic Preservation Design Guidelines:

<https://resources.baltimorecountymd.gov/Documents/Planning/historic/AdoptedDesignGuidelines.pdf>

Secretary of the Interior's Standards for Rehabilitation: <https://www.nps.gov/tps/standards.htm>

Contact Staff in advance of the deadline to discuss your application and requirements, if needed. Please plan your project in advance to allow the necessary time to prepare the application and supplementary materials for submission. Deadline and submission information is located on page five (5).

Questions? Contact Staff at 410-887-3495 or by email at hispres@baltimorecountymd.gov

1. PROPERTY INFORMATION. Enter the property's address, city, zip code, and County Council District number.

Enter the Landmark name OR the name of the County Historic District the property is located in.

For County Historic Districts, please indicate if the property is a contributing or non-contributing resource. If you are unsure, contact Staff for assistance.

If the application is for an infill construction on a vacant lot, please select, "vacant lot."

Please enter the property owner's information.

2. TYPE OF WORK. Select all types of work applicable to your project.

Please select "Repair" or "Replacement," for any proposed work to an *existing material or feature**

Please select "New", for any proposed work that *adds new features* to the structure or property that do not currently exist. This *excludes* additions and new construction projects such as large accessory structures.

Identify the feature(s) to be repaired, replacement, or added, from the ones provided. If you do not see your feature, please select "other," and write the feature in the space provided.

Select "Addition/New Construction" for any proposed additions, infill construction, or large accessory structures.

Select "Relocation" or "Demolition" if your project is proposing to move a structure or demolish (or partially demolish) an existing structure.

Select "Amendment", if your project is proposing to make changes to work that was previously approved by the LPC. Please include the LPC's original approval date in the space provided.

***Features** are the elements that create the overall shape and visual qualities of a building, its materials, craftsmanship, decorative details, as well as the various aspects of its site and environment (e.g. roof, windows, siding, shutters, chimney, porches, sheds, fences, etc).

3. APPLICANT. Please read and review the applicant statement and select the applicant's relationship to the property. Enter applicant's name and contact information. Please sign the in the space provided to affirm that the information in the application form is true and correct.

4. DESCRIPTION OF PROPOSED WORK. ALL proposed work/projects must follow Baltimore County's Historic Preservation Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation:
<https://resources.baltimorecountymd.gov/Documents/Planning/historic/AdoptedDesignGuidelines.pdf>
<https://www.nps.gov/tps/standards.htm>

Please use this section OR use a separate sheet that contains identical information, to describe the **existing conditions** and **all work** to be undertaken to the material, feature and/or site. If needed, additional "Proposed Work" pages can be downloaded on our website, where you found this form.

Each feature (roof, siding, windows, additions, shed etc.) for which work is proposed, should be addressed in a separate numbered work item in the application. Number more than one work items sequentially. For example, if you are proposing to repair wood siding, replace a roof, and construct a new deck in the same application, you have three separate "work items".

Number: 1	Feature: enter feature here (ie. windows)	Date of Feature, if known: enter date here (c.1900)
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Describe existing feature/site and its condition: Describe the feature and its current condition here.

Please include information about the feature's material, dimensions, age, if it's original or a replacement, etc.

- a. If you are proposing to replace an existing feature or material, please make sure you accurately describe its condition. Photographs included should accurately show the conditions described.
- b. **For new features/additions/infill, etc,** the use this section to describe the location or setting of where the new feature/new construction will be located, and what is currently present. Ex:
 - i. *The addition will be located on the rear elevation, on the right side, where a portion of an existing patio is located. The location where the addition connects to the house has a single 2-over 2 window. OR*
 - ii. *The location of the garage is in the rear yard, just off the northern corner of the house. The area currently has a small shed that will be removed. It's flat and grassy.*

Please reference, by number, any associated photographs, plans or drawings that relate to this work item.

Photo numbers: 5, 6, 7, 8 Drawing numbers: n/a

Detailed Description of Proposed Work: Describe the proposed scope of work to the existing feature or material OR use this space to describe any new features or construction.

Make sure to include any proposed materials, style, product information, dimensions, etc. Please provide as much information as possible. For repairs, please include information about how they will be completed. For Replacements please provide reasons for replacement, especially for original features like windows, siding, and doors.

For Amendments to Applications previously approved: Please provide an updated *description of proposed work* for any changes to what was previously approved. Only include information for the work item(s) where the scope of work has changed.

5. MANDATORY APPLICATION CHECKLIST. Please make sure that your application contains all the information included in this checklist and the required supplementary materials as outlined in the “Project Submittal Checklists” applicable to your project.

Staff may not fill in any missing information on behalf of the applicant, therefore if an application is missing information, it will be returned to the applicant for completion. Additional information about photographs, site plans, and supplementary materials can be found below.

PHOTOGRAPHS

ALL applications, regardless of the type of project, must include CURRENT and clear DIGITAL photographs, of:

1. ALL sides of the structure (front, rear, and sides);
2. Photos of the project area, location, and or site where work will be done, as outlined in the “Project Submittal Checklists” applicable to your project; AND
3. Any detailed/close-up, photographs as outlined in the “Project Submittal Checklists” applicable to your project.

❖ For Mailed and Hard Copy Submissions:

- Digital photographs can be submitted on a flash drive accompanying a hardcopy application; OR
- Digital photographs can be submitted by email to Staff to accompany a mailed application submission.

❖ For Digital Submissions:

- Digital photographs can be submitted by email to Staff, accompanying a digital application submission (preferred).

Please do not submit photos printed on copy paper OR photocopied images. All photographs or photo files shall be numbered sequentially and correspond to your application’s “Photo Numbers” section under the *Detailed Description of Proposed Work* section.

Photograph Submission Requirements:

Please use one of the following submission options below:

Option 1: When submitting digital photo files to Staff, please number or label your photo files sequentially – ex. *Photo1.jpeg; Photo_1.jpeg;*

Next, create a simple photo-log in a word processing document that organizes the photos by number accompanied by a short caption. The caption must include the date of each photo and a brief description of what is shown*:

Photo 1 - April 4, 2022, West or Front Elevation of house

Photo 2 – April 4 2022, West elevation roof slope, detail, showing cupped and deteriorated shingles

Photo 3- April 4, 2022, North elevation, Window # 6, 2/2 wood double hung sash, to be repaired, c. late 1890s

Photo 4 – April 4 2022, North Elevation, Window #6, interior detail showing broken sash cords

Option 2: Photographs may also be organized in a word processing document or PowerPoint presentation.

The photos must be organized, with no more than two (2) photos per page. Each photo must be labeled with a caption, the same as in Option 1 - with photo numbers, the date of each photo, and a brief description underneath*.

* Please do not forget to include this information. It is very important, especially for detailed/close-up photos that are not obvious to what is it.

A note about Replacement, Restoration or Reconstruction (when applicable): Replacement of missing features from the restoration period must be substantiated by documentary and/or physical evidence. Please include scanned or digital copies of historic photographs showing the missing features or photographs showing physical evidence of missing features, when applicable (See SOI Standard 6).

SITE PLAN

Please include a site plan that shows ALL existing and proposed conditions. This includes the general location of the primary and secondary resources located on the property; the location of any fences, walkways, driveways, roads/streets, neighboring properties (if applicable to your project); and any additional information. The site plan must be clearly labeled with existing and the proposed conditions for your project.

Depending on your project, a site plan DOES NOT need to be to scale or professionally made. It may be hand drawn or computer generated, using PowerPoint or a similar program to edit an existing base map. If hand drawn, lines must be straight and any labels must be legible. Please provide a directional 'North' arrow on all. If the plan is not to scale, please indicate that by including "Not to Scale" on the plan.

SUPPLEMENTARY MATERIALS

Please include any additional materials that are outlined in the "Project Submittal Checklists" specific to your project type. These checklists are located in the *Historic Review Application* form, starting on page five (5). Failure to provide this additional information will result in your application being returned. Only completed applications will be scheduled for review by the Landmarks Preservation Commission.

A note about the proposed replacements of original materials or features (ie. windows or slate roofing or any suspected original materials). Please provide specific details about the condition that would warrant replacement. Depending on the scope, Staff may request a conditions assessment be conducted. Please contact staff for more information.

BALTIMORE COUNTY HISTORIC PRESERVATION DESIGN GUIDELINES

Please make sure to read and review the County's Historic Design Guidelines when planning your project. They are organized into six sections dealing with the various aspects of exterior rehabilitations, such as windows and doors; roofs; porches and steps; façade treatments; new construction and additions; and fences and landscape features.

Each section discusses the character-defining elements of the respective object and suggests appropriate measures for rehabilitation.

The Landmarks Preservation Commission (LPC) review applications to ensure that projects adhere to and comply with these Guidelines. In addition, The LPC and Staff utilize the National Park Service's *Preservation Briefs*, to supplement their technical reviews to ensure that the proposed treatment is compatible. To review the preservation briefs, please visit the NPS's webpage- <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

APPLICATION DEADLINES AND SUBMISSION

The completed application must be filed no later than two (2) weeks prior to a regularly scheduled meeting of the Landmarks Preservation Commission (LPC). Submitting before the due date is highly recommended. The LPC meets the second Thursday of every month (except in August and December) at 6:00 pm, either virtually via WebEx, or when in person - the Jefferson Building, 105 West Chesapeake Avenue, Towson, Maryland. Any changes to meetings will be posted on the County's website. All applicants and interested parties are recommended to attend.

Applications can be mailed to:
Baltimore County Department of Planning
Attn: Landmarks Preservation Commission
Jefferson Building
105 West Chesapeake Avenue, Suite 101
Towson, Maryland 21204

Digital application submissions and digital photo submissions, can be emailed to:

histpres@baltimorecountymd.gov

Please include in the email subject - "Historic Review Application – Property address, Email 1 of ##". Depending on the size attachments, please send multiple emails and indicate that in the email subject line to help staff keep it organized.

Please note, that County networks are not compatible with some file sharing options, like Dropbox or Google Drive.

PERMITS

Please note, that a Baltimore County Permit is required for all work, regardless of the type of work. This includes work that normally doesn't require a permit.

Please refer to the Department of Permits, Approvals, and Inspections (PAI) for the information you will need in order to complete the process:

https://www.baltimorecountymd.gov/Agencies/permits/pdm_permitsprocess/index.html